

VISITATION INFORMATION FOR IMPERIAL POTENTATE 2003-2004

M. BURTON OIEN AND LADY SHARON

NAME OF TEMPLE, ASSN., EVENT: TUNIS #179 + INTER LEGION OF HONOUR

CITY OTTAWA STATE ONTARIO CANADA

Arrival date May 20/04 (Flight Schedule to be provided later.) DELTA 4600

Departure date May 23/04 (Flight Schedule to be provided later.) DELTA 4596

HOTEL NAME LORD ELGIN

Note: The following hotel address is used for UPS or express mail use --must have exact package delivery address:

Hotel UPS Street Address: 100 ELGIN ST City OTTAWA

State ON Zip K1P 5K8 Hotel Ph: (613) 235-3333 ; FAX: ()

- o Hotel Room Accommodation: Non-smoking. (Please put reservation in BOTH of their names to avoid problems in mail delivery and check-in, etc., as sometimes Lady SHARON may be arriving separately.) Advance check-in requested.

Name of Aide, if any: RICHARD (DICK) Abrams Title(P.P.,etc.) POTE Lady's Name Nancy

Address: RR No 3 4597 Hwy 21-1 City GANANOQUE, State ONT

zip K7G 2V5 Ph: (613) 382-2570; Fax: (613) 1729-~~3545~~³⁵⁴⁵ Email: NR ABRAMS @KINGSTON.NET

CONTACT PERSON/COORDINATOR FOR THIS VISIT IS:

Name WILLIAM (Bill) Cook Title RECORDER Lady's Name Joyce

Address: 6152 OTTAWA ST PO Box 76 City RICHMOND State ONT

Zip KoA 220 Ph: (613) 838-8381 : Fax: (613) 729-3545 Email: -

NOTE: LADY SHARON WILL BE WITH IMPERIAL SIR QIEN UNLESS OTHERWISE NOTIFIED.

Airline schedule or other mode of travel will be provided as soon as information is available just prior to his visit—please call if you do not receive timely. Refer to attached sheets for additional information.

For more information about the study, please contact Dr. John Smith at (555) 123-4567 or via email at john.smith@researchinstitute.org.

**PLEASE RETURN THIS PAGE AS SOON AS POSSIBLE, EVEN BEFORE ATTACHED SCHEDULE IS COMPLETED, AS IT IS
NEEDED FOR PLANNING PURPOSES. PLEASE COMPLETE THE ATTACHED VISITATION SCHEDULE AND RETURN AS
SOON AS YOUR SCHEDULE IS DETERMINED AND AT LEAST 4 WEEKS PRIOR TO VISIT IF POSSIBLE (CHANGES CAN BE
MADE AS NECESSARY). THANK YOU.**

Please FAX copy to: Helen Roset @ 813-281-7103

Please **FAX** copy to: Helen H.
and Mail all original forms to:

and mail all original forms to:

Helen Roset, Sr. Exec. Asst.
Chairwoman

Shriners Int'l. Headquart
P. O. Box 31555

P. O. Box 31356
Tucson, AZ 85757

MARCH

M. Burton Oien
7832 East Ebola Ave.
Mesa, AZ 85208

FUNCTION SCHEDULE FOR IMPERIAL POTENTATE M. BURTON OIEN AND LADY SHARON - 2003-2004

ASSOCIATION OR OTHER MEETINGS, ATTACH PUBLISHED MEN AND LADIES' PROGRAMS AND ANY OTHER INFORMATION. PLEASE ALSO PROVIDE YOUR TEMPLE DIRECTORY—IF YOU DO NOT HAVE A DIRECTORY, PLEASE INCLUDE A LIST OF NAMES OF OFFICERS AND THEIR LADIES, DIGNITARIES, ETC.

FUNCTION SCHEDULE FOR IMPERIAL SIR BURT [If schedule is same as for lady Sharon, be sure to include clothing for her; or do separate schedule below for her
THAT CLOTHING INFO IS VERY, VERY IMPORTANT, AS THEY MAY HAVE OTHER VISITATIONS TO MAKE, AND THEY MUST PACK ACCORDINGLY – PLEASE BE DESCRIPTIVE.
give time they will be picked up from the hotel for each function, time of function, and the function they will be attending, and full description of proper attire for both

Day & Day /1 - Mon.)	Pickup Time From Hotel	Function Time	Type of Function	Location of Function	Attire: be very specific: (tuxedo, suit, no tie, etc.; long dress, pant suit, etc.)	FEZ (Yes/No)
May 21	8:45 AM	1 HR	BREAKFAST	CITY HALL	CASUAL (SUIT OR JACKET)	No
May 21	11:30 AM	1 1/2 HR	LUNCHEON	AIR FORCE MESS	SUIT OR JACKET + TIE	No

Continue on 2nd sheet if needed.

SECTION SCHEDULE FOR LADY SHARON:

& Day	Pickup Time	Location	Dressy or casual: dress or pant suit; LONG
1/1 - Mon.)	(a.m./p.m.)		or SHORT dress; dress or casual
s, etc.)			
May 21	10:00 AM	OPEN	CASUAL SLACKS

: Last function for their visitation will conclude about 3:00 o'clock, P. M. [(a.m.) (p.m.)], on date: May 22/04
Continue on 2nd sheet if needed. (Please complete and return with attached Visitation Information Form as soon as possible. Thank you.)